

Chapter Operations Management Tool Points Distribution

Section 1: Charter Requirements - SOG 8.10		Points
Note: Required Items don't score points.		
1 Upload Chapter Operational Plan (SOG Requirement) Due August 15		0
2 Upload your Annual Chapter Leadership Report (SOG Requirement) Due May 31		0
3 Upload your Chapter Annual Financial Report (SOG Requirement) Due May 31		0
4 Please enter your total revenue and expense from you financial report		0
5 Upload your chapter's Financial Checklist (SOG Requirement) Due May 31		0
6 Chapter Meeting Tracker (SOG Requirement) Four technical meetings are required		0
7 Upload and save your meeting attendee lists		0
8 How many meeting attendee lists did you upload in the previous question?		
	No Meeting Lists	0
	1-7 or More Meeting Lists	25
9 Number of required chapter reports submitted to the RVP for each ROC meeting		0
10 Number of AOC and/or ROC meetings attended by the Chapter President or proxy		
	0-1	0
	2	50
11 Provide the names of your Nominations and Elections Committee (SOG Requirement)		0
12 Did your chapter publish a slate of candidates in the time frame required by your bylaws? (SOG Requirement)		0
13 Required Chapter Website Updates - You are required to review your website quarterly (SOG Requirement)		0
Total for Section 1:		75
Section 2: Chapter Engagement, Membership & Communications		Points
14 Did your chapter hold an ASSP launch event for chapter members between June 1 - September 30, 2018?		
	Yes	100
	No	0
15 What other ASSP member communities does your chapter partner with to create program opportunities of value to members?		
	Another ASSP chapter	50
	Our ASSP region	50
	An ASSP practice specialty	50
	An ASSP common interest group	50
	Other	25
	Other	25
16 How did your chapter take steps to create a personalized and welcoming environment to your members?		
	Welcome new members with an e-mail, phone call, or personalized invitation to connect with the chapter on social media	50
	Offer a new member orientation	50
	Personally greeting members at meetings	50
	Sending personalized e-mail invitations to meetings	50
	Coordinated charitable community outreach that is meaningful to members	50
	Our chapter did not take any specific steps to create a personalized and welcoming environment to our members	0
	Other	50
	Other	50
17 How did your chapter recognize members for their service to ASSP and for their activities and achievements?		
	Published in our newsletter, website, and/or social media	50
	Recognized at meeting	50
	Awarded long service recognition awards at our chapter meetings	50
	We did not recognize members for their service to ASSP this year	0
	Other	50
	Other	50
18 How did your chapter recruit new ASSP members?		
	Leveraged the Society's annual Member-Get-A-Member Campaign	150
	Contacted local businesses in the area	175
	Exhibited or attended local safety events to promote the chapter & ASSP	200
	Partnered with the local Chamber of Commerce (or comprable organization) to make connections with local contacts	100
	We did not take any pro-active steps to recruit new members this year	0
	Other	100
	Other	100
	Other	100
19 How did your chapter provide employment information to your members?		
	Posted local employment opportunities in our newsletter, website, and/or social media	50
	Promoted local employment opportunities at chapter meetings/events	50
	Referred local employers to post jobs on the ASSP Job Board	50
	Referred local chapter members to post resumes on the ASSP Job Board	50
	We did not promote local employment opportunities to our chapter members	0

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	Other	50
20	How did your chapter determine member expectations and utilize this assessment?	
	We conducted a member survey (separate from the Society Chapter Experience Survey)	50
	We conducted a post-meeting evaluation after each meeting	50
	We distributed the results of all surveys to the chapter officer team	50
	We shared results with the chapter members	50
	We used data to make changes to future meetings and/or the way we communicate with our members	50
21	Please describe your chapter's efforts and practices in communicating to chapter members with chapter newsletters.	
	Our chapter distributed our newsletter on a consistent schedule (i.e. monthly, quarterly)	50
	Our chapter distributed our newsletter more than four times a year	50
	Our chapter has designated volunteer(s) responsible for developing and distributing the newsletter(s)	50
	Our newsletter(s) contain a mix of chapter news, Society news, and OSH content	50
	To earn Bonus Points check yes & upload an example of your newsletter below.	50
22	Please describe your chapter practices and procedures in terms of your chapter website.	
	Does your Officer page have officer photos and their contact info?	100
	Did your chapter maintain it's website with monthly content updates?	100
	Does your chapter have a designated volunteer(s), responsible for ensuring your website is up to date?	100
23	Please indicate other ways your chapter has communicated with it's members	
	Use of social media (chapter Facebook page, Twitter, LinkedIn, WhatsApp, Telegram, etc.)	75
	Chapter meeting notices distributed 3 - 4 weeks prior to the meeting date	100
	Follow-up meeting messages, thanking for attending & providing any meeting resources	100
	Our chapter did not do any additional communications	0
	Other	50
	Other	50
	Other	50
24	How does your chapter serve segments of your members?	
	Our chapter holds regular meetings in a satellite location where a number of our members are located	10
	Our chapter holds meetings geared toward members in a specific industry that are separate from our regular chapter meetings	10
	Our chapter hosts programming specifically geared toward student members	10
	Our chapter hosts programming specifically geared toward young professionals	10
	Other	10
	Other	10
	Our chapter has sections and/or student sections	0
Not Numbered	What are the things your chapter does to support your sections? (Will only appear if "section/student sections" option selected)	
	Make sure section leadership attends most chapter meetings	10
	Chapter web site has a page for their sections	10
	Section updates are part of chapter meetings	10
	Section invites chapter members to their events	10
	Chapter insures required paperwork is turned in on time	10
	Our chapter has not provided support to our section(s)	0
	Other	10
	Other	10
	Other	10

Total for Section 2: 3490

Section 3: Community Outreach

Points

25	How does your chapter communicate or promote safety in your community?	
	Participate in Career Day(s)	50
	Support a student scholarship or the ASSP Foundation	50
	Involvement in local organizations (i.e. 4H)	50
	Partner with other safety organizations or local businesses	50
	Our chapter does not actively promote safety in our local community	0
	Other	50
	Other	50
	Other	50
	Other	50
26	Does your chapter support Safe + Sound Week or another national safety awareness campaign?	
	Yes (if so explain)	50
	No	0

Total for Section 3: 450

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Section 4: Professional Development	Points
27 Please answer the following questions in regards to your chapter meeting planning and operations.	
Does your chapter collaborate across Society to source speakers? (i.e. practice specialties, other chapters, etc.)	100
Does your chapter leverage technology to connect remote / virtual audiences to face-to-face meetings?	100
Does your chapter offer CEU's at your event(s)?	100
Does your chapter have a sponsorship program?	100
Does your chapter offer certification study groups?	100
Total for Section 4:	500

Section 5: Leadership & Training	Points
28 Indicate the training opportunities your chapter leaders have participated in.	
Sent one officer to ASSP's Leadership Conference	150
Sent additional officer(s) to ASSP's Leadership Conference	75
On-demand officer training moduels from ASSP	75
Other online leadership training	50
Chapter training at ROC meetings	75
Individual training or transition meetings	75
Gathered best practices from other ASSP communities (other chapters, practice specialties, and common interest groups)	75
Our chapter officers have not participated in any training	0
Other	50
Other	50
Other	50
Other	50
29 Indicate the transition activities and resources your chapter provided for the transition of incoming leaders.	
Used the transition tools in Community Leader Resources	75
Held a transition meeting of incoming chapter leadership	75
Distributed and reviewed a duty checklist for all incoming chapter leaders	75
Held an installation ceremony for new officers	50
Shared best practices with another ASSP community (other chapters, practice specialties, and common interest groups)	75
Our chapter did not conduct any formal officer transition activities	0
Other	50
Other	50
30 Indicate what succession planning practices your chapter has leveraged	
Used the succession planning tools in Community Leader Resources	75
Sent one potential leader who is not currently serving as an officer to ASSP's Leadership Conference	75
Sent additional potential leader(s) not currently serving as an officer to ASSP's Leadership Conference	75
Kept a log of members who may be good volunteers	75
Dedicated time at all Executive Committee meetings to talk about succession planning	75
Provided small roles for potential leaders to get involved with (For example, greeters at meetings or helping with the registration desk)	75
Our chapter did not do any succession planning activities	0
Other	50
Other	50
Total for Section 5:	1775

Total Possible Points	6290
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Chapter Recognition Achievement Levels	Points
Bronze	1383 - 2326
Silver	2327 - 3647
Gold	3648 - 5345
Platinum	5346 - 6290